**Alcohol Management Plan for Large Events**

If you are applying for a Special Licence to sell alcohol at an event where there is expected to be more than 400 people, you will need to submit an Alcohol Management Plan with your application.

The plan should cover matters such as security, monitoring, interaction with local residents and public health concerns, and describe how you propose to deal with risks such as intoxication and minors.

The Health Promotion Agency’s *Guidelines for Hosting Safe and Successful Wine Events* provides useful guidance on how to prepare an alcohol management plan. Below is a template plan to assist organisers and licensees.

Provided on the last two pages is an example Alcohol Management Plan from the Guidelines for a multi-stand large-scale wine event. Please note that it is only an example and you will need to think carefully about the range of risks specific to your event and tailor the response strategies, actions and measures to your situation.

The Health Promotion Agency’s *Guidelines for Hosting Safe and Successful Large-Scale Wine Events* can be viewed at [www.selwyn.govt.nz/alcohol](http://www.selwyn.govt.nz/alcohol)

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Alcohol Management Plan for ...............................................................EVENT on .....................................

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| **Risk** | **Level of Risk** | **Risk Components (How might the risk occur)** | **Strategies to Address the Risk** | **Actions to be taken** | **Responsibility for Actions** | **How to Measure Success** |
| **Intoxication** |  |  |  |  |  |  |
| **Underage drinking** |  |  |  |  |  |  |
| **Injury from drink containers** |  |  |  |  |  |  |
| **Drinking & Driving** |  |  |  |  |  |  |
| **Use of casual bar staff or volunteers** |  |  |  |  |  |  |
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Prepared by ..........................................................................(name) ..............................................................................(position)

**Sample alcohol management plan for a multi-stand large-scale wine event**



